

# PugetSoundPartnership

our sound, our community, our chance

## Performance Manager

Exempt Recruitment Announcement

Position: Performance Manager, full time

Salary: \$6,000 - \$7,500 per month, DOQ and benefits

Location: Olympia, Washington

Posting Date: June 30, 2009

Closing Date: July 24, 2009

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The Puget Sound Partnership is seeking a qualified candidate for the position of Performance Manager. This position reports to the Deputy Director and will be the overall lead for performance management and accountability for the Partnership and responsible for overseeing and implementing the Partnership's Action Agenda Performance Management system.

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## AGENCY PROFILE

The Puget Sound Partnership was established as a state agency by the 2007 Legislature and the Governor to develop and implement an aggressive action agenda for restoring the health of Puget Sound by 2020. The Partnership is a new and dynamic organization charged with taking a collaborative and accountable approach to accomplishing its mission. It relies on the contributions of a variety of entities, including state, local, federal and tribal governments, community and environmental organizations, businesses, watershed and salmon recovery groups. The Partnership's work will require creativity, innovation and a wide variety of tools and approaches to engage the public, track performance and guide progress, disseminate information to stakeholders, manage data and work collaboratively with individuals and groups throughout the region. More information on the Partnership is available at our Web site: <http://www.psp.wa.gov>.

The Puget Sound Action Agenda was developed by and is being implemented and adapted through a unique collaboration between local communities, tribes, federal and state governments, businesses and nonprofit organizations.

## POSITION OVERVIEW AND GOALS

To achieve its mission of restoring Puget Sound by 2020, the Partnership has significant responsibilities to track and monitor actions taken by implementing entities. This position will be the overall lead for performance management and accountability for the Partnership. This work is centered on development and implementation of an Action Agenda Performance Management System. This work is based upon the Open Standards for the Practice of Conservation, (<http://conservationmeasures.org/CMP/Products.cfm>).

This work consists of four major components:

1. Oversee the development and maintenance of the Action Agenda performance management framework linking Action Agenda goals, strategies and actions.
2. Coordinate efforts to track Partnership, state agency, federal, local and tribal government delivery of the 2020 Action Agenda.

3. Lead the development and implementation of the Partnership's internal performance management adaptive management process for the 2008 Action Agenda.
4. Lead in developing performance reports to Partnership Boards, agency management, the public, and the legislature, including the biennial State of the Sound report.

This is the expert professional position where incumbents are designated by management to provide technical and organizational leadership for the Partnership. Ideally the applicant would possess advanced knowledge of performance management as well as knowledge of environmental and natural resource data and programs. This position is trusted by management to independently deal with high risk, high profile initiatives that may impact significant/fundamental public services. Incumbents have mastered the ability to translate performance management into understandable terms and interact with executive management and Partnership boards as well as state and federal agencies, local governments, tribes, nonprofits and the public. Serves as a technical mentor, coach and trainer to Partnership staff. Supervises others performance management staff.

## KNOWLEDGE, SKILLS and ABILITIES

Successful candidates will have demonstrated knowledge, skills, and abilities in the following areas:

- Performance measurement, performance management, performance budgeting, performance measurement reporting.
- Change management principles and practices.
- Data and information management practices to support evaluation and accountability.
- A high level of analytical skills.
- High level skills as a science communicator with scientist, decision makers and the public both orally and in writing.
- Ability to work cooperatively and effectively with a diverse group of agencies, governments and stakeholders.
- Ability to work effectively both independently and as part of a team.
- Knowledge of state government budgeting and fiscal processes.
- Knowledge of natural resource and environmental issues.
- Knowledge and experience in the Open Standards for the Practice of Conservation or other performance management methodologies.
- Familiarity with performance measurement and software tools, such as Miradi.
- Skills in monitoring and evaluation.

## DESIRABLE EDUCATION AND EXPERIENCE

A Bachelor's degree in public administration, business administration, public policy or closely allied field.

Graduate level degrees or course work in public administration, business administration, public policy or closely allied field.

A minimum of two years professional experience in quantitative analysis, budget development, performance measure development or performance management.

Experience in implementing Government Management and Accountability Program or similar programs at a state agency, federal agency or local government.

Experience in developing and implementing performance management systems.

Experience in effectively communicating to senior executives, agency staff, stakeholders and the public.

Knowledge of natural resource and environmental issues related to the recovery of Puget Sound.

## APPLICATION PROCESS

Send a letter of interest describing relevant qualifications, a detailed résumé and salary history, three professional references with current phone numbers, and an example of your written communication skills.

Please send the information to:

Jennifer Eberle, Executive Assistant to the Executive Director  
Puget Sound Partnership  
P.O. Box 40900  
Olympia, WA 98504-0900.

Applications must be received no later than 5 p.m. July 24, 2009. This is a receipt deadline, not a postmark deadline. Electronic applications are encouraged. Applications will be screened and only those candidates who most closely meet the desirable education, skills, knowledge, and abilities will be interviewed. E-mail to [jennifer.eberle@psp.wa.gov](mailto:jennifer.eberle@psp.wa.gov). If you need additional information please call (360) 725-5441 or 800-54-SOUND.

The Puget Sound Partnership is an Equal Opportunity Employer. Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format may call (800) 833-6388.